Interview Questions Bank

Please tell us a little bit about yourself, including your past jobs, education, and any business background you have.

Please tell us about your computer skills. What types of programs are you familiar with and comfortable using?

When was a time you were given a work assignment that you were not prepared for? What was the situation? How did you handle it?

What is your procedure for keeping track of items that need your attention?

This position will require your attention to multiple tasks, at any given time. Describe a situation where you’ve encountered this problem in a previous position and how you handled the situation.

Often in this position you’re dealing with customers (students and faculty) from other countries with certain language barriers. Can you give us an example of something you’ve done that illustrates your good communication skills, and how you may have overcome this issue in the past?

How do you determine if the work you do is a quality job? What are some ways that you have evaluated the quality of your own work, and improved if necessary?

At times throughout the year, this position will experience a huge influx of customers at one time, with each customer requiring the same amount of attention. Under conditions like this, how would you be able to accomplish your very best work?

Give us an example where you displayed the quality of being a self-starter.

How was inner-office communication at your previous employer handled (or any previous employer)? If less than adequate, what did you do to improve it or make it more effective?

Tell us about a policy or procedure at your last job that you feel didn’t work quite right or could have been done better? Did you do anything to improve it?

Can you tell us about a time you had to deal with a difficult person at work (customer or co-worker) and how you handled the situation?

This position will often deal directly with faculty and other administrators in the College. How would you handle being asked by someone other than your direct supervisor to do something that is not considered “your job?” You could easily accomplish the task, but it might set a precedent for similar requests.

This position will require you to work with people with a variety of backgrounds and ethnicity. Given this information; what qualities do you admire most in others, and what qualities do you dislike in others? Also, what qualities do you possess that enable you to “get-along” with everyone?

When you are at work and have idle time, what do you do to fill the time?
This position works with several other staff members to support business operations. Please tell us how you can contribute to a teamwork environment. You can include an example from a previous experience.

Tell me about a situation in which you have had to adjust to changes over which you had no control. How did you handle it?

What’s most important to you in your next job?

Why are you leaving your present position or why did you leave your last position?

What makes you a better choice than the next candidate? What skills and abilities do you possess that would benefit our organization?

What is the most fun you’ve ever had at work, and what have you done to make the workplace more enjoyable?

Aside from earning a paycheck, what makes you want to come to work each day?